



City of Albany
Administrative Policy
Benefits & Compensation
Policy #: HR-BC-13-002
Title: Pay Periods

Human Resources

Purpose This policy is to provide all employees with an understanding of when to expect a paycheck at the City of Albany.

Policy **Pay Periods**
The City of Albany issues pay checks or direct deposit payroll advices (paystubs) to employees on a semi-monthly basis.

Timesheet Period	Semi-Monthly Payroll Date
1st through 15th	Last working day of month (e.g. January 31)
16th through 30th/31st	15th of following month (e.g. February 15)

When the semi-monthly payroll date falls on a holiday or weekend, employees shall receive pay on the last working day prior to the holiday or weekend.

Timesheet hours from the 1st through the 15th are paid on the last business day of each month. Timesheet hours from the 16th through the end of the month are paid on the 15th of the following month (or the business day prior, if it falls on a weekend or City-observed holiday).


Non-exempt employees are paid for all hours worked and will receive overtime for hours worked in excess of forty (40) hours in any given work week. Exempt employees are paid a set salary and any exceptions to the set salary are to be noted on the timesheet and must be in compliance with the Fair Labor Standard Act rules governing pay deductions for exempt employees.

Employees must complete their timesheet and submit it to their direct supervisor by the 2nd and the 17th of each month. It is the supervisor's responsibility to approve their employee's timesheet and to forward the approved timesheet to payroll within two working days after the 2nd and the 17th. Any discrepancy noted by a supervisor should be resolved with the employee prior to the timesheet being approved and sent to payroll.

Definitions **Work week** means any seven consecutive days as determined by the employer.

Business day means Monday through Friday excluding City-observed holidays.

References Refer to specific Collective Bargaining Agreements.

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Review and Authorization

Supersedes: ERP No. 1.8.b; 12/1/1988; HR-BC-13-001; 11/01/2004	Created/Amended by/date: DJ; 1/01/2020	Effective Date: 1/01/2020
HR Director:		City Manager:

1. Form or worksheet revision related to this document? No Yes

If yes, attach a copy of the revised form or worksheet.

2. Training required? No Yes